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MINUTES OF STAFF MEETING
ADMINISTRATIVE STAFF CHIEFS

13 JULY 1953

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Deputy Director (Administration)
Assistant Deputy Director (Administration)
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Comptroller
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Chief of Logistics
Chief, General Services
Chief, Organization and Methods Service
Chief, Medical Staff
Director of Training
X Chief of Administration, DD/P
X Special Assistant (Administration), DD/I
Chief, Project Administrative Planning Staff.
Special Assistant to the DD/A (308 South Bldg.)

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25X1A9A 1. Colonel White announced [redacted] plans to be at his Office for the re-
25X1A9A mainder of this week, beginning Tuesday, 14 July. [redacted] would be available for
discussing any problems which heads of the administrative offices might wish to
bring to his attention. Colonel White said he knew of [redacted] desire to give 25X1A9A
whatever assistance he could to the offices in the DD/A organization.

2. No changes could be reported with respect to the budgetary and personnel ceiling situation as discussed at the last Assistant Directors' Meeting. Senate hearings on the Agency's budget had been twice postponed. Colonel White felt that, although the Director will probably try to obtain relief from the limitations set by the House Appropriations Committee, there is no assurance that this will be achieved. Meanwhile the Personnel Office should inform offices concerned when applicants are cleared for duty. Also, new employees should be entered on duty with the understanding that they must be absorbed within the ceiling of the requesting office within a reasonable time, if the Agency's overall strength is held to the ceiling proposed by the House Committee.

3. Colonel White asked that space planning work continue, rather than await final word on the Agency's personnel ceiling. This planning should take into account the possibility of a reduced personnel ceiling; if this is done it will not be necessary to scrap all plans when and if the tighter ceiling goes into effect.

4. Office heads were asked to comment on the feasibility of going ahead with plans to employ members of the immediate families of Agency employees for part-time or summer employment. It was pointed out that part-time personnel count against ceilings in the same way as do full-time, regular employees. Following discussion it was agreed that the Director should be sounded out to determine if such employment could be approved as Agency policy, regardless of whether specific steps would be taken at this time to make such appointments.

5. Colonel White read the Budget Bureau letter setting forth the general Government policy regarding the Fiscal Year 1955 budget. Colonel White stated that no doubt could be entertained about the determination reflected in this communication to make further drastic cuts in expenditures, and that much closer scrutiny would be applied to Agency programs during the next year.

6. Colonel White observed that much favorable comment had resulted from programs developed in offices under DD/A for the purpose of briefing DD/P officials, usually those preparing to assume overseas responsibilities.

7. The need to improve some of the presentations made by DD/A offices for the administrative support phase of the Basic Intelligence Course was referred to by Colonel White. In some cases, these presentations are evidently good, judging from reports received from various sources. However, this is by no means uniformly true, and each office head was asked to give close attention to this training activity.

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8. Some misinterpretation had followed announcement of Agency policy regarding expenditures pending enactment of the appropriation bills. Colonel White said that, in some cases, advance approval was being sought for relatively minor items needed for day-to-day operations. The intent of the policy was to place limits upon extensive capital expenditure involving such things as new construction and similar outlays.

9. Colonel White observed that the so-called "Potter" Resolution was apparently going to be approved by the Congress. This resolution originally aimed at marking all shipments leaving the United States to advertise their production in this country. It has now been considerably modified to require such marking "insofar as is practicable."

10. Colonel White discussed the following items in connection with his attendance at a meeting of administrative officers of the DD/P organizations:

a. There is a desire to cooperate with the Personnel Office in undertaking a survey to determine what materiel now maintained by the operating offices should more properly be kept in the Official Personnel File maintained by the Personnel Office.

25X1C4A [REDACTED]

c. There is a need to simplify reporting to offices of amounts of money still remaining to their accounts, following action on materiel requisitions. It appeared that the DD/P offices felt that they were required to perform too much bookkeeping. If this is so, a solution depends upon action by Logistics and the Comptroller, and these two offices were asked to explore the problem.

25X1A9A 11. Colonel White noted that [REDACTED] had authorized a survey to identify each administrative position in the DD/P area. The aim of such a survey is to find areas of duplication, or at least areas where disagreement may exist with respect to the need for individual positions. The O&M Service will mark positions and the administrative office involved will respond with its views as to the necessity of the position. From this process it may become possible to reach more general agreement on the need for administrative positions in operating offices.

25X1A9A 12. The Comptroller was asked to look into the question of reducing the number of departmental employees paid on unvouchered funds. This question had come before the House Appropriations Committee. [REDACTED] has already expressed his willingness to assist in transferring a large proportion of departmental DD/P employees in DD/P to vouchered fund status.

13. Colonel White reviewed plans whereby representatives of the Personnel, Medical and Security Offices would meet to consider marginal administrative data developed in connection with applicants for CIA employment. The need for such systematic appraisal has resulted from the fact that the Professional Selection Panel will no longer deal with applicant cases. Under the new system, each of the three offices will flag information which may suggest that an applicant is

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not suitable for employment. This information will then be discussed and evaluated and a recommendation for appropriate action made to the Personnel Office. If the requesting office disagrees with a recommendation which is adverse to the applicant, an appeal may be made, in turn, to the DD/A and the IG.

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